

**Albany Unified School District
Measure E
Bond Oversight Committee
District Office-Board Room
904 Talbot Avenue
Albany, CA 94706**

MINUTES OF:

Regular Meeting of October 30, 2008

MEETING CALLED TO ORDER:

Superintendent, Marla Stephenson, called the Regular meeting on October 30, 2008 to order at 7:00 P.M.

MEMBERS PRESENT:

Peggy Thomsen, Bob Jacobs, Alan Riffer, Greg Lunkes, Chris Donahue, Anni Tilt,

MEMBERS ABSENT:

Jesse Nawy, Dave Clahan

OTHERS PRESENT:

Marla Stephenson, Superintendent; Project Manager Dave Burke, Bollo Construction

PUBLIC COMMENT PERIOD: None

APPROVAL OF MINUTES: Minutes of August 7, 2008 were amended and approved. Moved by Member Jacobs and seconded by Member Thomsen. All voted aye with member Tilt abstaining.

There was discussion of the roles and responsibilities of the Pool Committee and the Citizens Oversight Committee. The Pool Committee focuses on design and construction of the pool and the Citizens Oversight Committee's role is to ensure bond revenues are expensed in accordance with the bond language.

OLD BUSINESS:

Bylaws

Member Thomsen suggested the use of Bylaws as used by previous Measure A. The pool construction project is planned for completion in September 2010. The Citizens Oversight Committee duration is set at 2 years so no need for staggered terms. All Citizens Oversight Committee members will have two year terms.

There was discussion regarding role of reporting to the public which was confirmed by the Committee. Citizens Oversight Committee was established by the Board and the Citizens Oversight Committee establishes its own bylaws.

Recommended by Member Thomsen to meet quarterly. Meetings will be at the District Office and four members constitute a quorum. District staff will provide support to the Citizens Oversight Committee. Member Tilt suggested to establish regular time and date for meeting. Member Tilt asked about the reporting requirements of the Citizens Oversight Committee and the frequency of financial reports by the District. Citizens Oversight Committee asked financial reports be prepared prior to the Citizens Oversight Committee meetings so data will be current. Meetings will be held quarterly on the Third Thursday of the month following the quarter ends.

Member Jacobs moved approval and Member Riffer seconded. All voted aye.

NEW BUSINESS:

Election of Officers

It was discussed that Member Thomsen could be an officer of Citizens Oversight Committee if so decided and concurrently sit on the Albany City Council.

Chair: Member Thomsen nominated Member Riffer for Chair. Seconded by Member Jacobs. All voted aye.

Vice-Chair: Member Thomsen nominated Member Lunkes for Vice-Chair. Seconded by Member Jacobs. All voted aye.

Progress Update

A progress report was provided by Project Manager, David Burke of Bollo Construction.

It was discussed the Pool Committee recommended to the Board that one indoor exercise pool and one outdoor competition pool be constructed. At the Board meeting where the recommendation was heard, the Board expressed concerns related to the operational cost of the new pools. In response, Sports Management Group was retained by the District to prepare an operational cost analysis and business plan for the new Aquatic Center. The Board approved moving forward with the pool project on a 3:2 vote.

The Superintendent asked the design team to stand down while Board weighed operational cost issues. Once the Board approved moving forward, the Pool Committee met four times to work with the architect to develop the schematic design. At the October 23, 2008 Pool Committee meeting, the committee came to a consensus on the schematic design and approved Marla's request to forward the design to the cost estimators. Two independent cost estimators will provide estimates to construct the project identified in the schematic plans. One estimator will be retained by LPA Architects and one cost estimator will be retained by Bollo Construction. The cost estimates are necessary to ensure the design is consistent with the project budget. The Superintendent reiterated the schematic design is a lean and functional design. Member Jacobs complimented LPA on the proposed design and design process.

Member Thomsen asked about construction bidding climate. Superintendent Stephenson said it is a good climate and provided info on the Cougar Field sound wall bid which had 27 bidders. Member Jacobs raised concern that the project will not go out to bid for at least 9 months. David Burke indicated the District will conduct a general Contractor pre-qualification process to help ensure only qualified and experienced builders will bid the job.

The Superintendent discussed the importance of the cost estimate milestone as the project cannot move forward as schematically designed if the cost estimates are not consistent with the budget. She also said additional work will be done regarding future operation cost issues. The cost estimates are expected within the next three weeks.

Upcoming Community and Board Meetings

The Superintendent discussed planned community and Board meetings. She talked about upcoming community and board meetings. She stressed sequence since the meetings could not happen until the cost estimates are completed. The design must be within budget before the community meeting can be held. The purpose of the community meeting is to inform the community about the progress of the project and to receive comments that may help the District decide how to proceed with the CEQA process. The District is concerned about CEQA based on experience at Cougar Field. The Superintendent wants the community to comment on project before the Board acts on the CEQA process.

The Superintendent said the anticipated cost for a Notice of Exemption is approximately \$1,500 and the cost for a Negative Declaration, should one be necessary, is approximately \$7,000.

Start of construction is planned for August 2009. The existing pool will close on December 21, 2008. The closure will allow for the complete geotechnical survey to be completed.

Member Thomsen asked which Board members voted in favor of the project. The Superintendent stated that Board Members Blanchard, Rosenbaum, and Walden voted in favor with Members Calloway and Glasser dissenting. The Superintendent stated she was concerned that Members Calloway and Glasser did not understand the pool's operation had been historically supplemented by the District's General Fund.

Chair Riffer asked why City Parks and Recreation did not participate in funding. The Superintendent said there was no Joint Use agreement and the District moved forward without the City.

There was discussion on why the pool is to be closed on December 21. The pool must be closed and drained to complete the geotechnical survey. The Superintendent is also concerned about roof stability. There is a \$20,000 cost to separate the demolition from the construction bid package. This cost will cover the architectural cost to prepare a separate set of demolition documents and plans. If the pool does not have to be demolished early, the demolition will part of entire construction package. This will not be known until the geotechnical work is complete.

The Superintendent stated that a geotechnical consultant and CEQA consultant had been selected following a Request for Qualifications process. A State funding consultant Request for Qualifications is currently out. The purpose of the State funding consultant is to assist the District to take maximum advantage of any available State facilities funding.

Member Tilt asked about how any State funding would be folded into the project. The Superintendent stated any State funds would augment the \$10 million project budget.

Budget Review

A budget report was provided by Project Manager, David Burke of Bollo Construction.

A Project Budget and Activity report (Through October 30, 2008) was distributed to the Committee.

The Project Manager explained budget format and column definitions and stated that expense activity had been very minor. To date, the project is under budget, but it is very early on in the process.

There was discussion regarding project/construction management fees. The Project Manager explained the fees were higher than original budget due to required labor compliance services being accommodated within the project management fees. Typically, labor compliance services are a separate budget line item. The project/construction management fees fall within industry standard fee levels.

The Project Manager stated the Pre-Construction budget category is approximately \$200,000 under budget and there should be few, if any, additional pre-construction encumbrances.

Member Tilt asked about asked about the various square footages of the buildings and pools. She stated that \$10 million does not sound like a lot of funding for a project this size.

Committee asked the Superintendent to direct the State Funding consultant to look at available funding for sustainable building. Board Member Blanchard will also be looking into funding sources for photovoltaics.

Pool Newsletter

The Project Manager talked about new Pool newsletter. The newsletter was in response to questions from the public. Updated newsletters will be published as appropriate..

The Superintendent said a Friends of Albany Pools Committee will be formed. Peggy McQuaid will head up this committee. The committee will focus on community engagement and fund raising for items such as pool equipment and covering the outdoor pool.

Member Jacobs commented the AHS Pool Newsletter should be called the Albany Unified School District Pool. Albany School District Pool is recommendation of the Committee.

Classrooms

Member Tilt asked about the relocatable classrooms. Measure E identified that new classrooms could be part of the project. The District originally wanted classrooms of permanent construction, but the budget would not support “stick-built” classrooms. The high school needs additional classrooms. The Superintendent said the 2008-2009 kindergarten class was largest on record. The schematic plans call for three classrooms, with one being “double-wide”. It is intended the new modular classrooms will be similar to the newer classrooms at Cornell and Marin Schools. They will have dual pitched roofs and will be stucco sided. The classrooms will be located to the north of the outdoor pool.

Member Tilt asked if the classrooms could be designed into the pool building. The Project Manager stated that solution would be cost prohibitive.

NEXT MEETING:

The next meeting will be set for January 22, 2009.

OTHER BUSINESS: None

ADJOURNMENT:

8:40 P.M.

Chair Riffer moved to adjourn. Seconded by Member Jacobs.

Meeting was adjourned at approximately 8:40 p.m.

DATE OF APPROVAL: